



United States Department of State

Washington, D.C. 20520

November 29, 2019

F-2019-07361

Emma Best
MuckRock News
DEPT MR 75245
411A Highland Avenue
Somerville, MA 02144-2516

Dear Ms. Best:

This letter is to acknowledge receipt of your request dated June 13, 2019, under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, to the Department of State, in which you requested copies of emails, from January 1, 2018, to the present, that were sent to or sent from either the Director's office as well as their Chief of Staff and Executive Director containing any of the 50 non-case sensitive words listed in the request. The Office of Information Programs and Services (IPS) received your FOIA request on June 25, 2019. Your FOIA request was assigned the tracking number at the top of this letter. Please include the tracking number in all future communications concerning this FOIA request.

Please be advised that a requester must describe the records sought in sufficient detail to enable Department personnel to locate them with a reasonable amount of effort. The more specific the information the requester furnishes, the more likely that Department personnel will be able to locate responsive records if they exist. Your request does not reasonably describe the records sought, and the Department is unable to process the request as submitted.

If you are not satisfied with Department's determination in response to your FOIA request, you may administratively appeal by writing to: Director, Office of Information Programs and Services (IPS), U.S. Department of State, 2201 C Street N.W., Suite 12A40A, Washington, D.C. 20520-0000, or faxed to (202) 485-1669. Appeals must be postmarked within 90 calendar days of the date of this initial agency decision letter. Please include a copy of this letter with your written appeal and clearly state why you disagree with the determinations set forth in this response.

For further assistance or to discuss any aspect of your request, you may contact our FOIA Public Liaison via email at FOIAstatus@state.gov or telephone at (202) 261-8484.

Additionally, if you are not satisfied with the Department's determination in response to your request, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration (NARA) to inquire about the FOIA Mediation Services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College

Park, Maryland 20740-6001, email address: ogis@nara.gov; telephone: (202) 741-5770; toll free number: 1-877-684-6448; facsimile: (202) 741-5769.

Sincerely,

Nicholas J. Cormier
Chief, Requester Communications Branch
Office of Information Programs and Services